

# ADMINISTRATIVE REPORT OF WORK CONTENT FOR PROJECT POSITIONS

STATE OF MAINE  
BUREAU OF HUMAN RESOURCES

POSITION NUMBER (Leave Blank)

## TO BE COMPLETED BY AUTHORIZED AGENCY PERSONNEL UNIT

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

DEPARTMENT	BUREAU	LOCATION OF POSITION
SUGGESTED CLASSIFICATION FOR PROJECT  CLASS TITLE:  RANGE:	CIVIL SERVICE STATUS  <input type="checkbox"/> CLASSIFIED  <input type="checkbox"/> UNCLASSIFIED (Attach copy of statutory authority for making this position unclassified)	
SIGNATURE OF IMMEDIATE SUPERVISOR		DATE
SIGNATURE OF AGENCY PERSONNEL DELEGATE		DATE
SIGNATURE OF AGENCY COMMISSIONER		DATE

## TO BE COMPLETED BY DIRECTOR BUREAU OF HUMAN RESOURCES

ASSIGNED CLASS TITLE	ASSIGNED RANGE
SIGNATURE OF DIRECTOR BUREAU OF HUMAN RESOURCES	
DATE	

☐ AGENCY      ☐ HUMAN RESOURCES      ☐ BUDGET      ☐ INCUMBENT

**TO BE COMPLETED BY AGENCY PERSONNEL UNIT**

1. Primary purpose of position (Why does it exist?)

2. In the space provided, complete the wire diagram to show the position within the organizational structure.

(TITLE & NAME).....

**THE POSITION reports to  
(TITLE & NAME).....**

Other Positions and Names of incumbents  
reporting to same position are

**THE POSITION**

List title and number of positions supervised by THE POSITION with names of present incumbents.

**3. Describe in Task Statement form those activities performed directly**

Task #	% Of Time	EXAMPLE: Plans, organizes, coordinates, and directs operations, programs, staff, and functions in order to establish operational priorities, coordinate operations with other functions within the agency, and ensure program objectives and standards are established and attained.